Washington Headquarters Services

WIDE AREA WORKFLOW- (WAWF) Deployment Review Feb 2007

Wide Area Workflow

Full Operational Capability (FOC)

by

30 April 2007

Why?

- Use of WAWF is Mandated by DOD
  - The Defense Federal Acquisition Regulation Supplement (DFARS) requires electronic invoicing for contracts issued after 1 March 2003
- DFAS will begin rejecting manual invoices

What is WAWF?

A secured web-based transaction system for electronic invoicing, receipt and acceptance.

- Paperless invoicing, receipt and acceptance
- Global access to contract documents
- Electronic submissions via the web
- Real time invoice processing status

Government Benefits

- Interest penalties reduced
- Admin costs decreased - $15.42 savings per LOA
- 60% reduction in invoice processing time
- No more lost documents
- Reduced re-keying
- Improved data accuracy
- Reduced unmatched disbursements

Vendor Benefits

- Ability to submit documents electronically
- Ability to access documents and view processing status
- Immediate feedback when the government rejects a document
- Ability to correct and resubmit documents online
- Faster processing time

Pre-Deployment

- Completed DFAS Transition
- Briefed WHS Directorates – Feb/Mar 06
- WHS IPT developed invoice process/defined roles and responsibilities – Mar-Jun 06
- Vendor Outreach
  - First mailing – July 06
  - Second mailing w/ guide – Aug 06
- 3 wks of training 285 WHS/OSD folks trained – Aug 06
- Established WHS hierarchy
- GAM established/WAWF Set-up
- A&PO Contract Invoicing OOI 5000-05 issued 20 Oct 06

WHS Deployment

- Begun 23 Oct 2006
  - Begin modifying existing contracts
  - New awards to require WAWF
  - WAWF registrations and DD2875s

- Current status
  - WHS Active Users – 198
  - A&PO Contracts/orders – 199
  - Invoices submitted via WAWF – 470+

How does WAWF work?

WAWF works based on workflows between ‘Roles’ assigned within a DODAAC or a DODAAC and extension.

Email notifications to next role in the workflow.

WAWF Roles Used by WHS

***Action* roles** -

- *Inspector* – verifies that goods or services were received, that goods/services were satisfactory and the date goods/services were received
- *Acceptor* – accepts goods/services and verifies that invoice is submitted in accordance with the contract:
  - –Invoiced against the correct CLIN/SubCLIN
  - –Cites correct Unit of Measure/Unit Price info
  - –Invoice properly describes work being invoiced for

Acceptor can also perform the Inspection function concurrent with Acceptance

***Non Action* role -**

- *View Only* - used by supervisors and those who need to view an invoice without taking action on it.

WAWF Policy

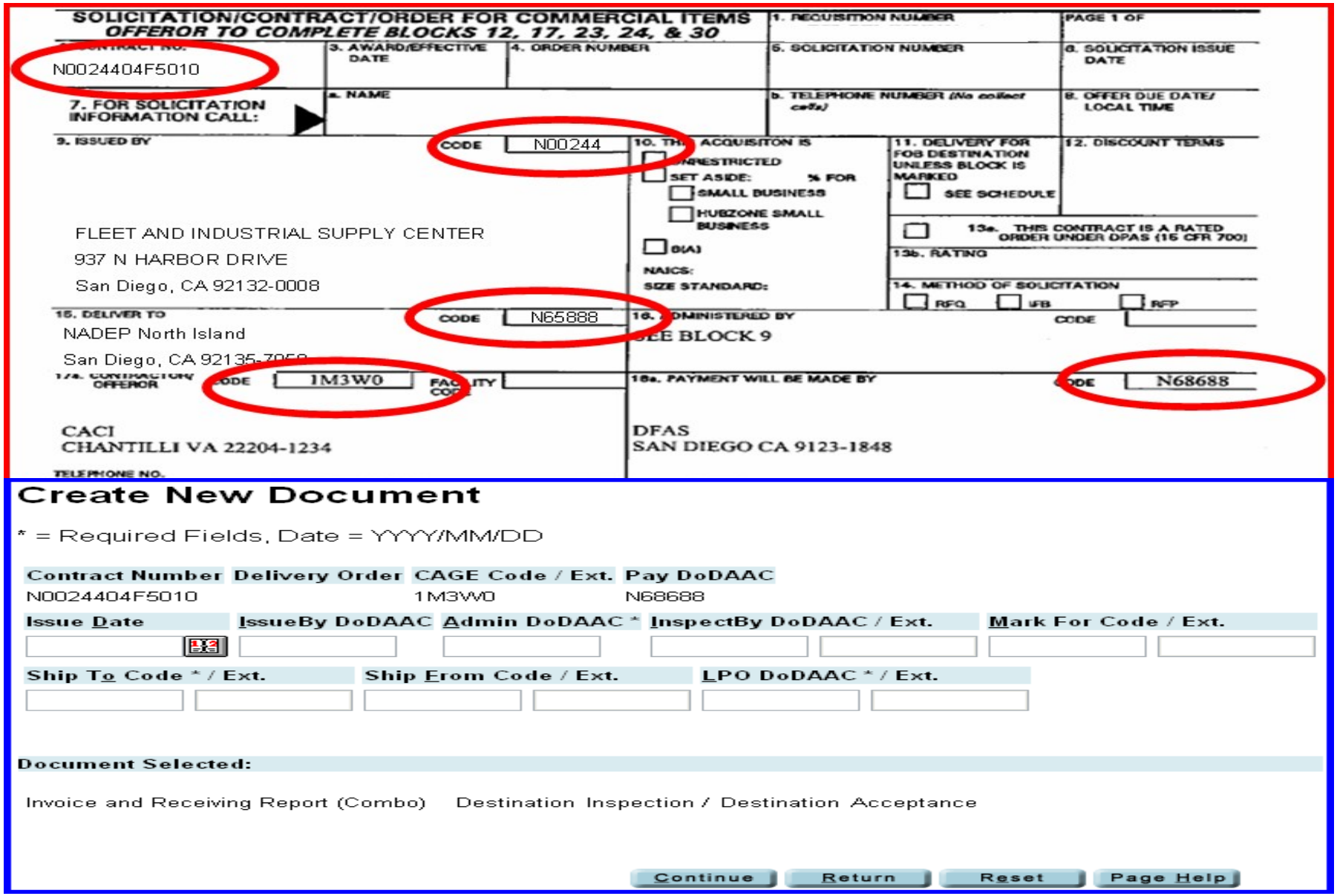
- A&PO OOI-5000-05

  States: "Contracting Officers shall…..establish inspection and acceptance responsibility as follows:

  Actions for supplies, or for a single customer, or with simple deliverables. The program manager/contracting officer's representative (COR)/other customer representative will perform both inspection and acceptance functions on behalf of the Government.

  Actions for complex services or for construction or for multiple customers. The program manager/contracting officer's representative (COR)/other customer representative will perform the inspection function only. The A&PO contracting officer will perform the acceptance function on behalf of the Government."

Documents are Routed Through WAWF According to DoDAACs Entered by Vendor



SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER | PAGE 1 OF

2. CONTRACT NO.: N0024404F5010 | 3. AWARD/EFFECTIVE DATE | 4. ORDER NUMBER | 5. SOLICITATION NUMBER | 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: | a. NAME | b. TELEPHONE NUMBER (No collect calls) | 8. OFFER DUE DATE/ LOCAL TIME

9. ISSUED BY | CODE N00244

FLEET AND INDUSTRIAL SUPPLY CENTER
937 N HARBOR DRIVE
San Diego, CA 92132-0008

10. THIS ACQUISITION IS
UNRESTRICTED
SET ASIDE: % FOR
SMALL BUSINESS
HUBZONE SMALL BUSINESS
8(A)
NAICS:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
RFQ IFB RFP

15. DELIVER TO | CODE N65888
NADEP North Island
San Diego, CA 92135-7050

16. ADMINISTERED BY | CODE
SEE BLOCK 9

17a. CONTRACTOR/ OFFEROR | CODE 1M3W0 | FACILITY CODE

CACI
CHANTILLI VA 22204-1234

TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY | CODE N68688

DFAS
SAN DIEGO CA 9123-1848

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
N0024404F5010		1M3W0	N68688

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.		Mark For Code / Ext.	

Ship To Code * / Ext.		Ship From Code / Ext.		LPO DoDAAC * / Ext.	

Document Selected:

Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Continue Return Reset Page Help

DODAACs

The Department of Defense Activity Address Code (DoDAAC) is a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive materiel.

For example:

HQ0034 identifies A&PO

HQ0050 identifies the PENREN Program Office

HQ0187 identifies ITMD

HQ0197 identifies DFD, ETSD

See DODAAC listing for all WHS organizations

DODAAC Extensions

For WAWF routing purposes, an organization can be divided into smaller entities by creating DODAAC Extensions

For Example:

HQ0034/ITPTM2 identifies the A&PO PFPA team

HQ0020/4500 identifies the PFPA Security Services Division

HQ0050/MEMORL identifies the PENREN Program Office Memorial Division

HQ0187/BSD identifies the ITMD Business Services Division

See DODAAC listing for all WHS organization extensions

Note: Not all WHS organizations have extensions

What DODAAC or DODAAC/Extension Do I Register For?

- For Action roles (Inspector/Acceptor) – Register only for the DODAAC or DODAAC/Extension for the organization/division/branch that YOU belong to.

Example 1- John Doe is a COR for the PFPA Security Services Division. He will register as an Acceptor for HQ0020/4500.

Example 2- Sally Smith is a Contract Specialist for the A&PO PFPA team. She will register as an Acceptor for HQ0034/ITPTM2

- For Non Action Roles (Inspector View Only or Acceptor View Only) – Register for as many DODAACs or DODAAC/Extensions as you have a need for

Example- Sally Smith, the Contract Specialist for the A&PO PFPA Team needs to be able to view the invoices that the PFPA Sec Svcs Division accepts. She will also register for Acceptor View Only for HQ0020/4500.

She can also register for Acceptor View Only for any of the other PFPA DODAACS/extensions.

If Sally has a need to see ALL invoices for PFPA, she can register for Acceptor View Only for HQ0020 without the extension.

The Contract

- Must identify proper DODAACs
  - Issued By
  - Paying Office
  - Ship To
- Must contain DFARS clause 252.232-7003, Electronic Submission of Payment Requests
- Must contain A&PO local clause APO INV, Invoicing Instructions that instructs the contractor…

  - to submit invoices via WAWF

  - identifies type of invoice to submit

  - identifies correct DODAACs and DODAAC/Extensions to use for invoice submission

  - Shipment number format

  - additional email notification instructions

  - reminders on CLIN/SubCLIN info

  - POC Identification

  Clauses must be selected via the Document Clauses tab in SPS –

  DO NOT COPY AND PASTE!!

Invoicing Instructions

"When entering the invoice into WAWF-RA enter in the following fields these DoDAAC or DoDAAC extensions:"

"Issue by DoDAAC" field enter **HQ0034** This will ALWAYS be HQ0034 regardless of DODAAC in contract number, including transferred contracts. Do not add an extension here.

"Admin DoDAAC" field enter **HQ0034** This will ALWAYS be HQ0034 regardless of DODAAC in contract number, including transferred contracts. Do not add an extension here.

"Payment DoDAAC" field enter HQ0338 Enter the Pay office DODAAC

"Ship to Code/ EXT" field enter in HQ0034 and ITPTM2 Enter the DODAAC and extension (if applicable) of the COR or other government Acceptor. If organization has extensions, extension must be included.

"Inspect By DoDAAC/ EXT" fields – HQ0187/BSD If an Inspector is required, enter the DODAAC and extension (if applicable) of the COR or other Inspector, otherwise leave blank. If same as Ship to – leave blank.

"LPO DoDAAC/ EXT" fields - Leave blank ALWAYS leave blank – WHS does not use this role.

Invoice Instruction Examples

- Example 1 - program manager/contracting officer's representative (COR)/other customer representative performs both inspection and acceptance functions

"Issue by DoDAAC" field enter **HQ0034**
"Admin DoDAAC" field enter **HQ0034**
"Payment DoDAAC" field enter HQ0338
"Ship to Code/ EXT" field enter in HQ0197
"Inspect By DoDAAC/ EXT" fields – Leave blank
"LPO DoDAAC/ EXT" fields - Leave blank

Invoice Instruction Examples

- Example 2 - The program manager/contracting officer's representative (COR)/other customer representative will perform the inspection function only. The A&PO contracting officer will perform the acceptance function.

"Issue by DoDAAC" field enter **HQ0034**
"Admin DoDAAC" field enter **HQ0034**
"Payment DoDAAC" field enter HQ0338
"Ship to Code/ EXT" fields - HQ0034/PENTM2
"Inspect By DoDAAC/ EXT" fields - HQ0050/MEMORL
"LPO DoDAAC/ EXT" fields - Leave blank

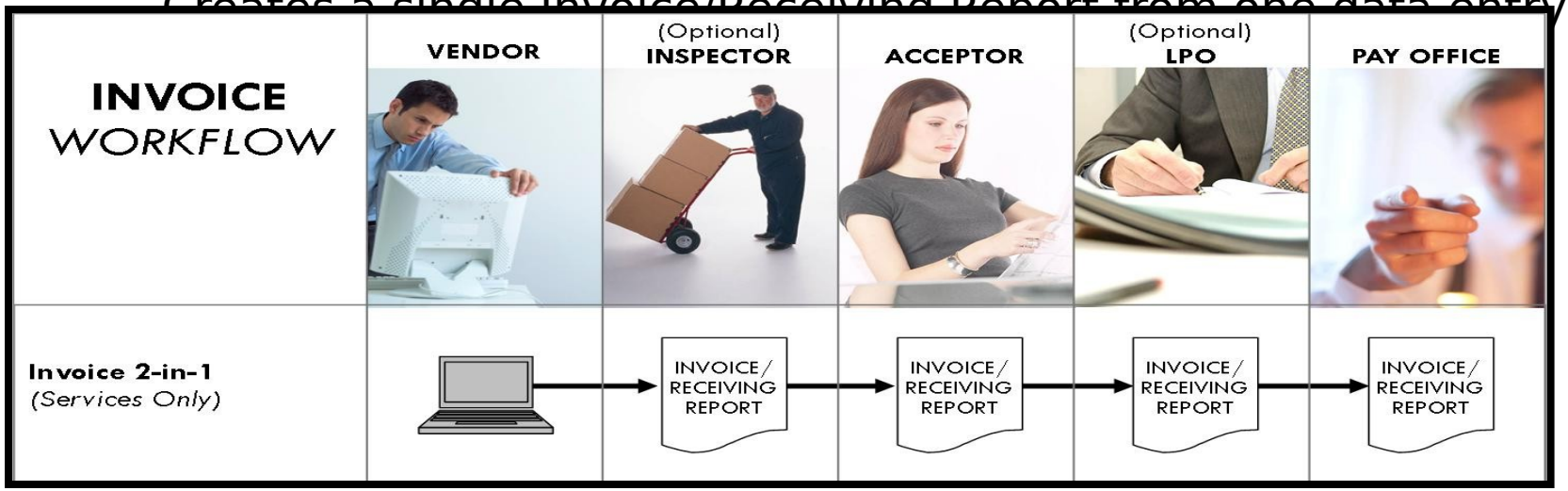
Invoicing Instructions cont.

"The contractor is directed to use the "2-in-1" or "Combo" invoice format when submitting invoices and receiving reports."

2 in 1 Invoice –

Merges a Commercial Invoice with a Receiving Report

- Used for Service Contracts with ***No Supply Deliverables***
- Used when a Services contract requires invoice acceptance prior to submission for payment
- Creates a single Invoice/Receiving Report from one data entry



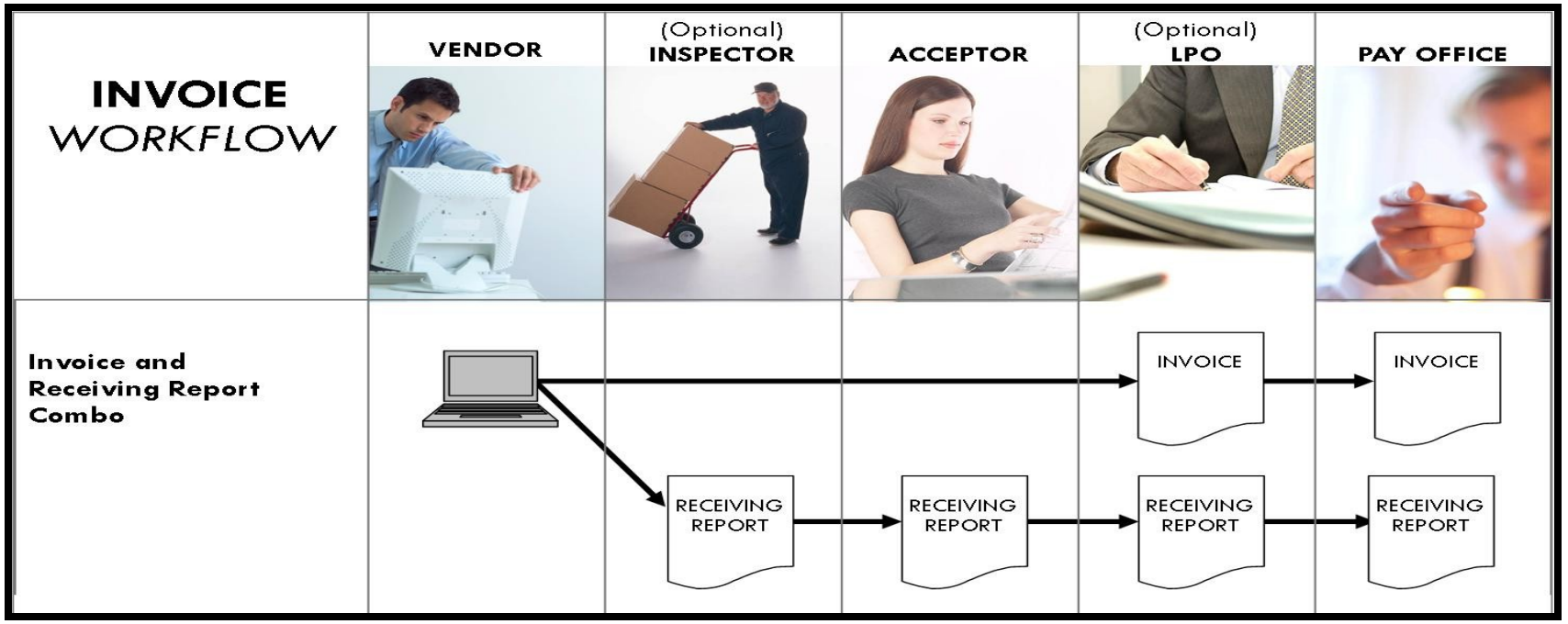
Invoice and Receiving Report Travel as One Document

Invoicing Instructions cont.

Combo Invoice –

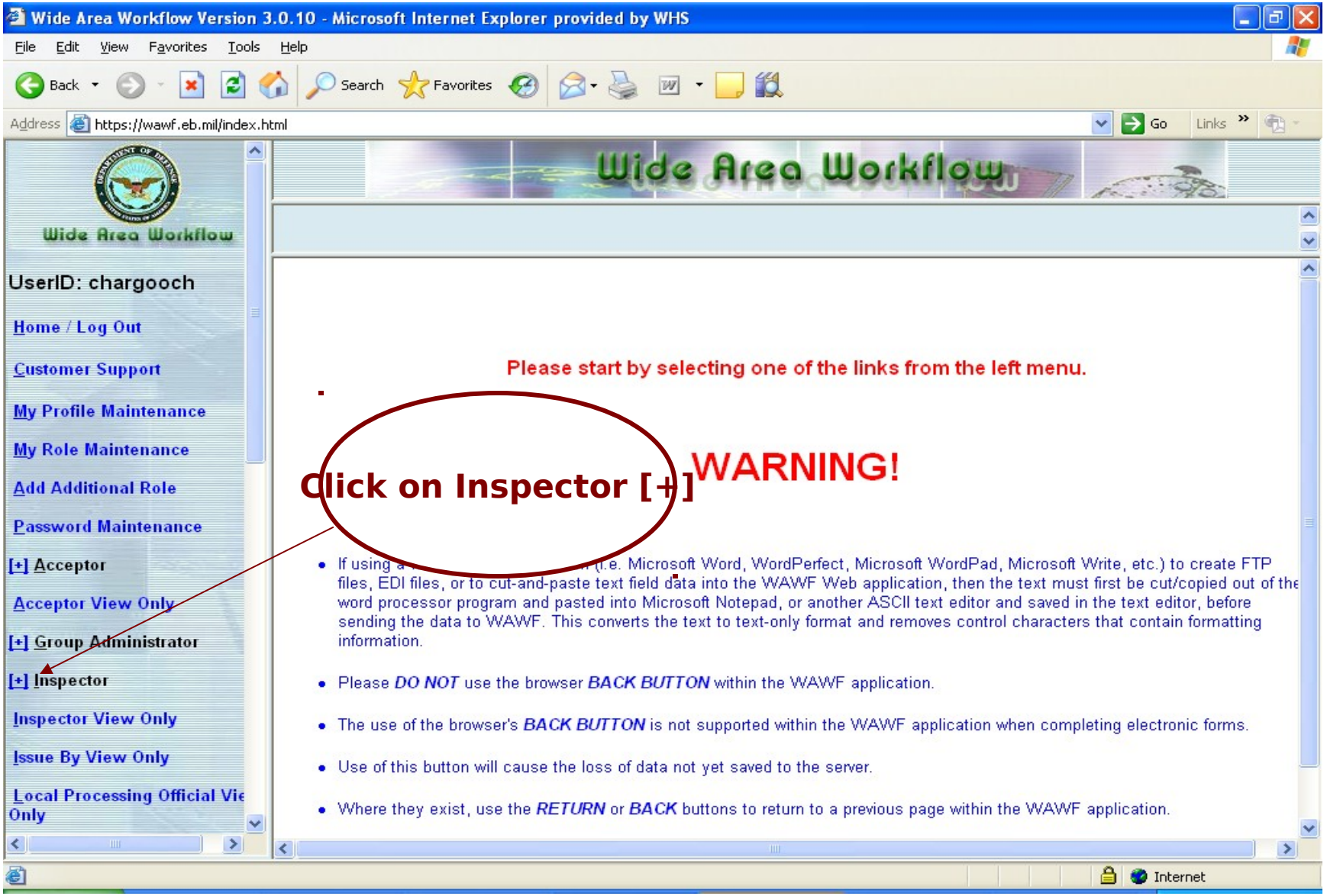
Enables a Vendor to Create a Separate Invoice and Receiving Report from the Same Data Entry Session

- Eliminates need to re-key data
- Used to invoice for services and supplies



Combo Documents are Routed Separately Through WAWF

Invoice Inspection


Wide Area Workflow Version 3.0.10 - Microsoft Internet Explorer provided by WHS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://wawf.eb.mil/index.html
Go Links
Wide Area Workflow
Wide Area Workflow
UserID: chargooch
Home / Log Out
Customer Support
My Profile Maintenance
My Role Maintenance
Add Additional Role
Password Maintenance
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Acceptor View Only
[+] Group Administrator
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Issue By View Only
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Only
Please start by selecting one of the links from the left menu.
Click on Inspector [+]
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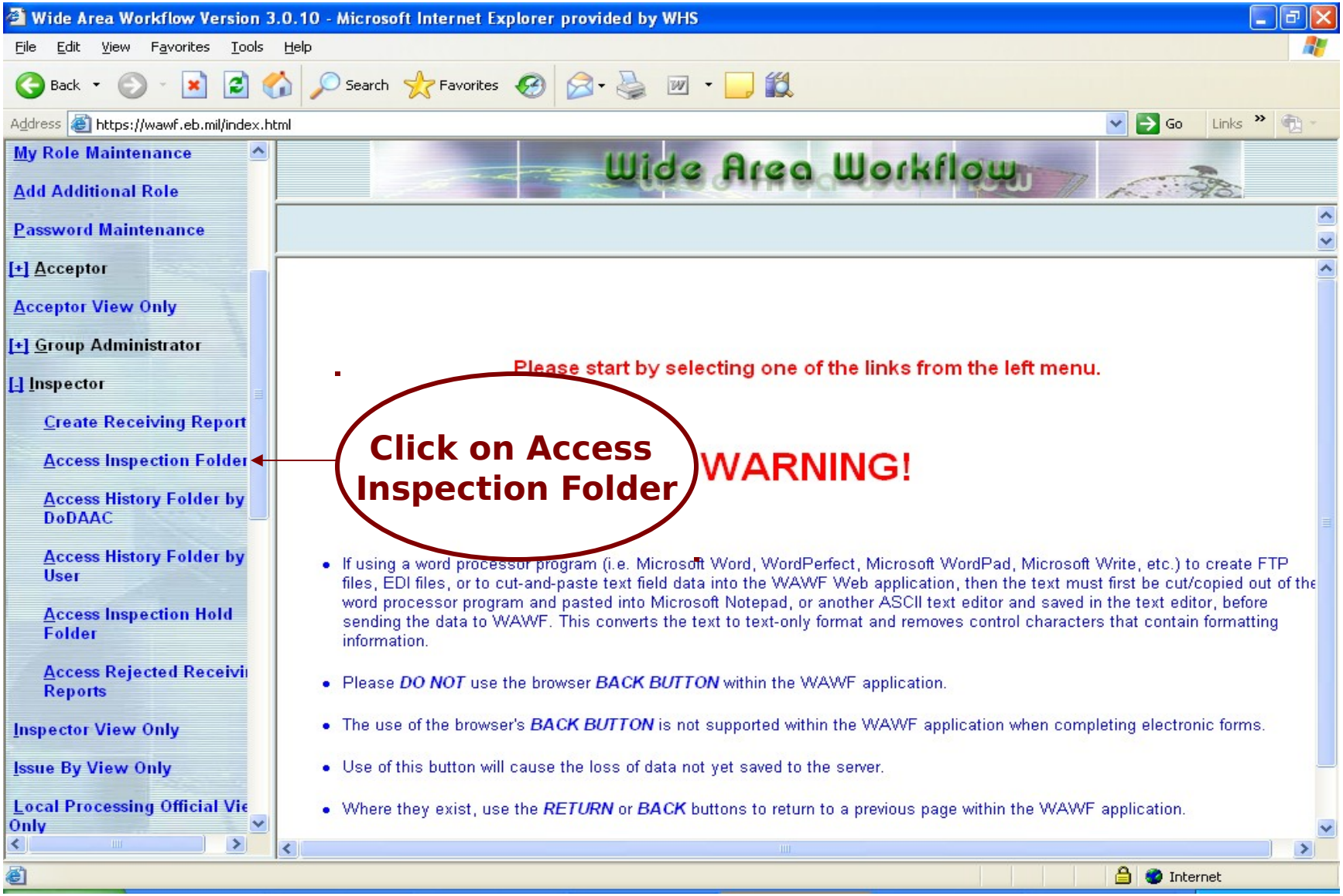
Internet

Invoice Inspection


Wide Area Workflow Version 3.0.10 - Microsoft Internet Explorer provided by WHS
File Edit View Favorites Tools Help
Back Search Favorites
Address https://wawf.eb.mil/index.html
Go Links
My Role Maintenance
Add Additional Role
Password Maintenance
[+] Acceptor
Acceptor View Only
[+] Group Administrator
[-] Inspector
Create Receiving Report
Access Inspection Folder
Access History Folder by DoDAAC
Access History Folder by User
Access Inspection Hold Folder
Access Rejected Receivi Reports
Inspector View Only
Issue By View Only
Local Processing Official Vie Only
Wide Area Workflow
Please start by selecting one of the links from the left menu.
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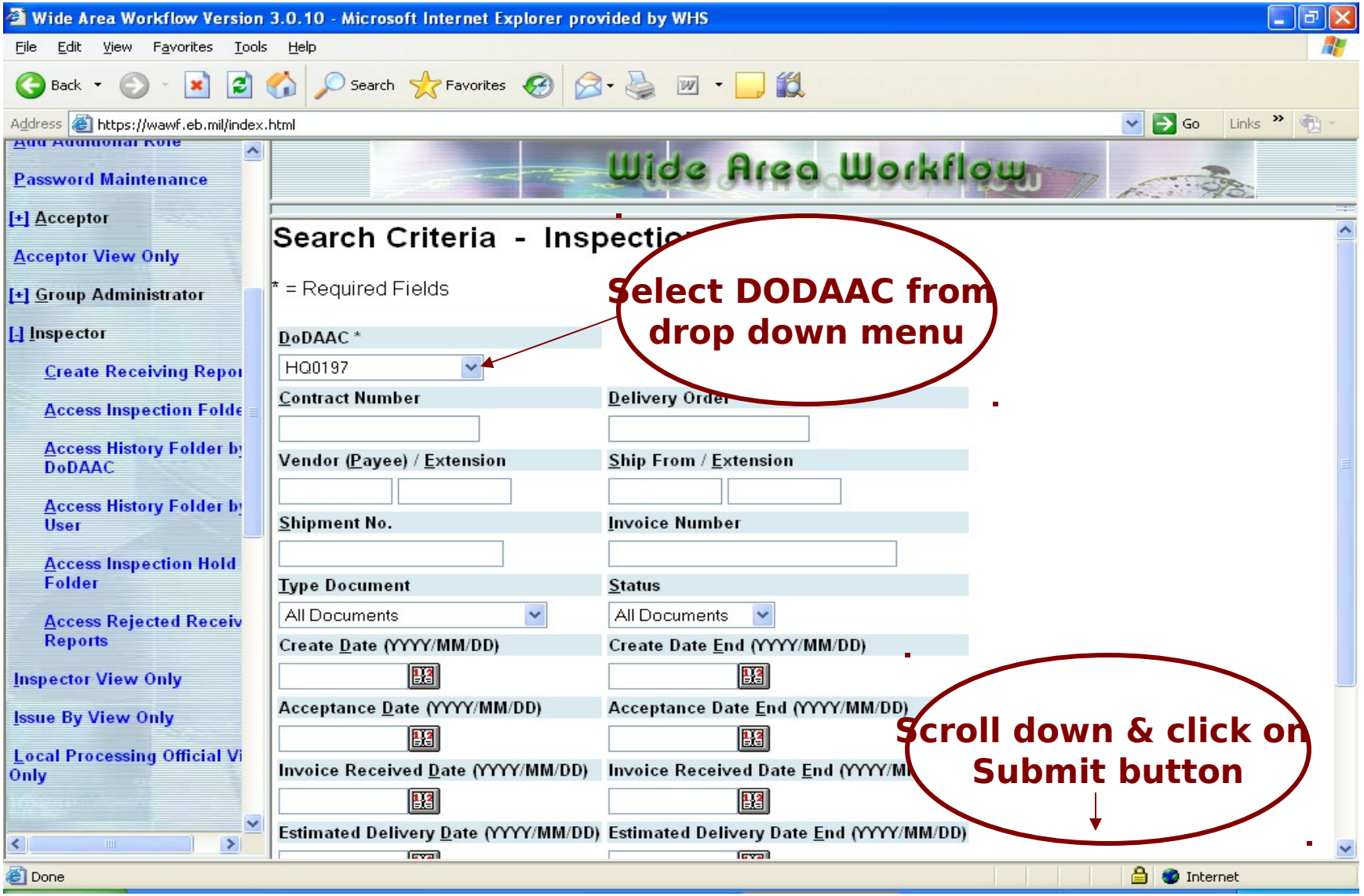

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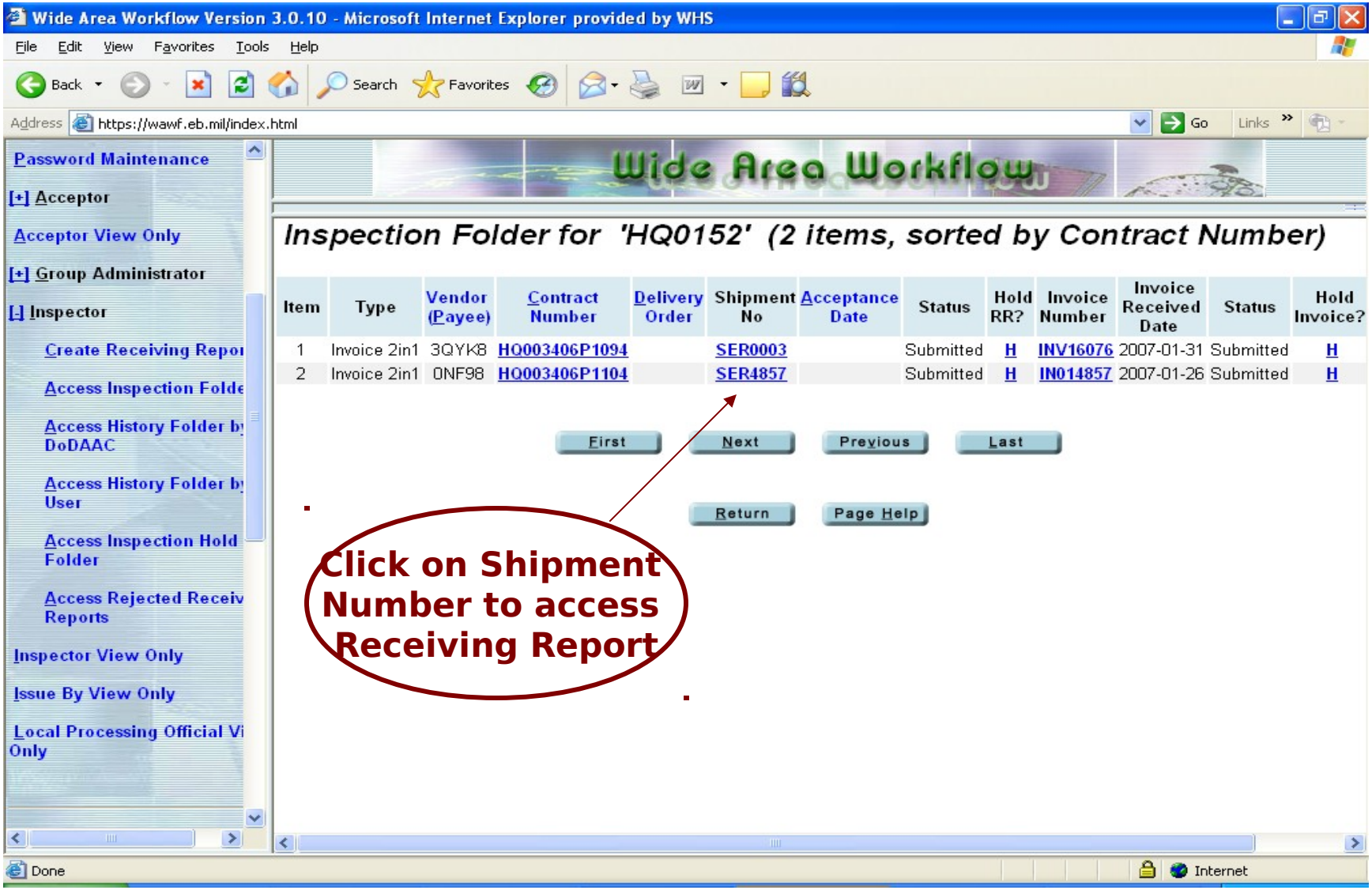
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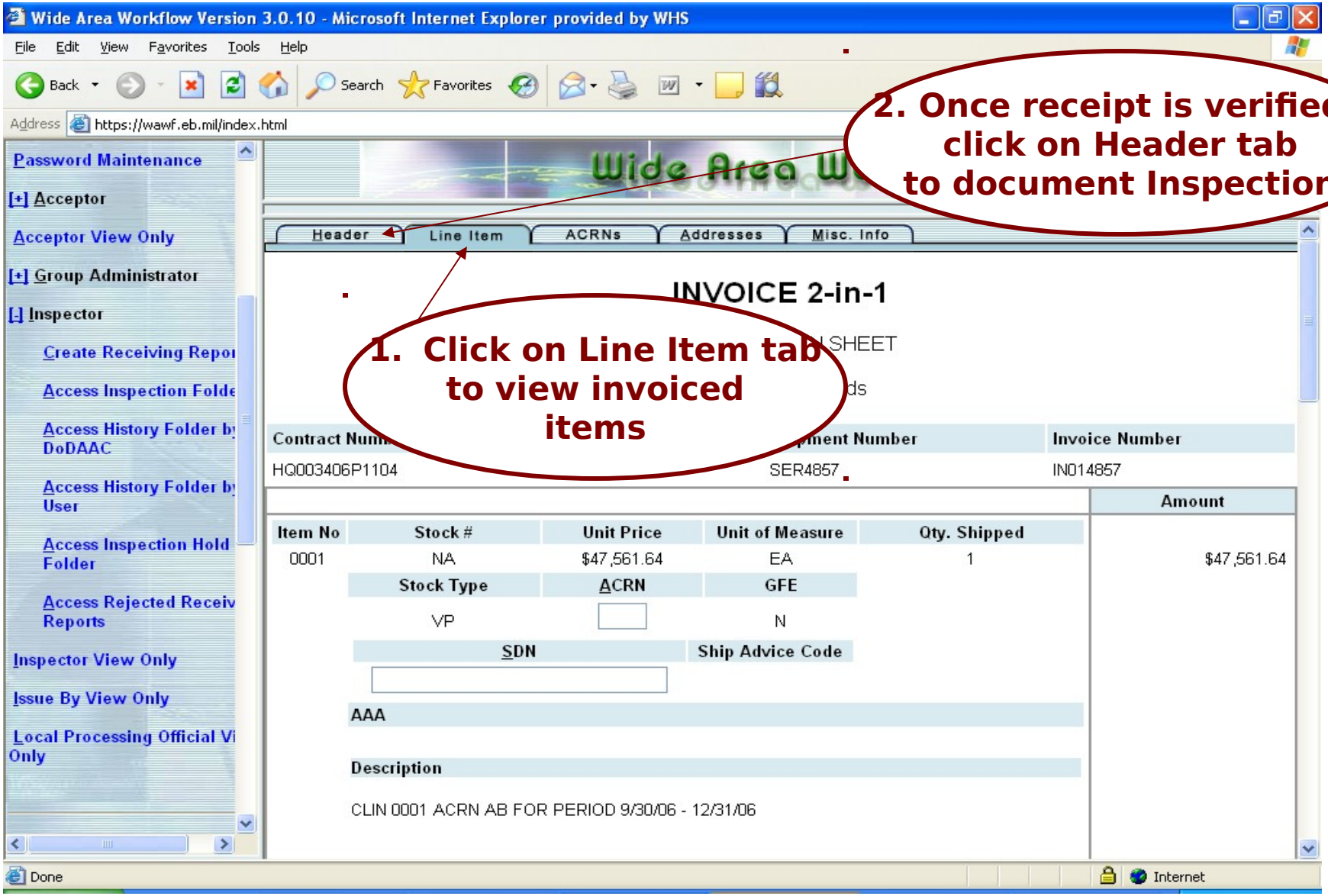
[+] Group Administrator
[-] Inspector
Create Receiving Repor
Access Inspection Folde
Access History Folder by DoDAAC
Access History Folder by User
Access Inspection Hold Folder
Access Rejected Receiv Reports
Inspector View Only
Issue By View Only
Local Processing Official Vi Only
Wide Area Workflow
Inspection Folder for 'HQ0152' (2 items, sorted by Contract Number)
Item Type Vendor (Payee) Contract Number Delivery Order Shipment No Acceptance Date Status Hold RR? Invoice Number Invoice Received Date Status Hold Invoice?
1 Invoice 2in1 3QYK8 HQ003406P1094 SER0003 Submitted H INV16076 2007-01-31 Submitted H
2 Invoice 2in1 0NF98 HQ003406P1104 SER4857 Submitted H IN014857 2007-01-26 Submitted H
First Next Previous Last
Return Page Help
Click on Shipment Number to access Receiving Report
Done
Internet

Invoice Inspection



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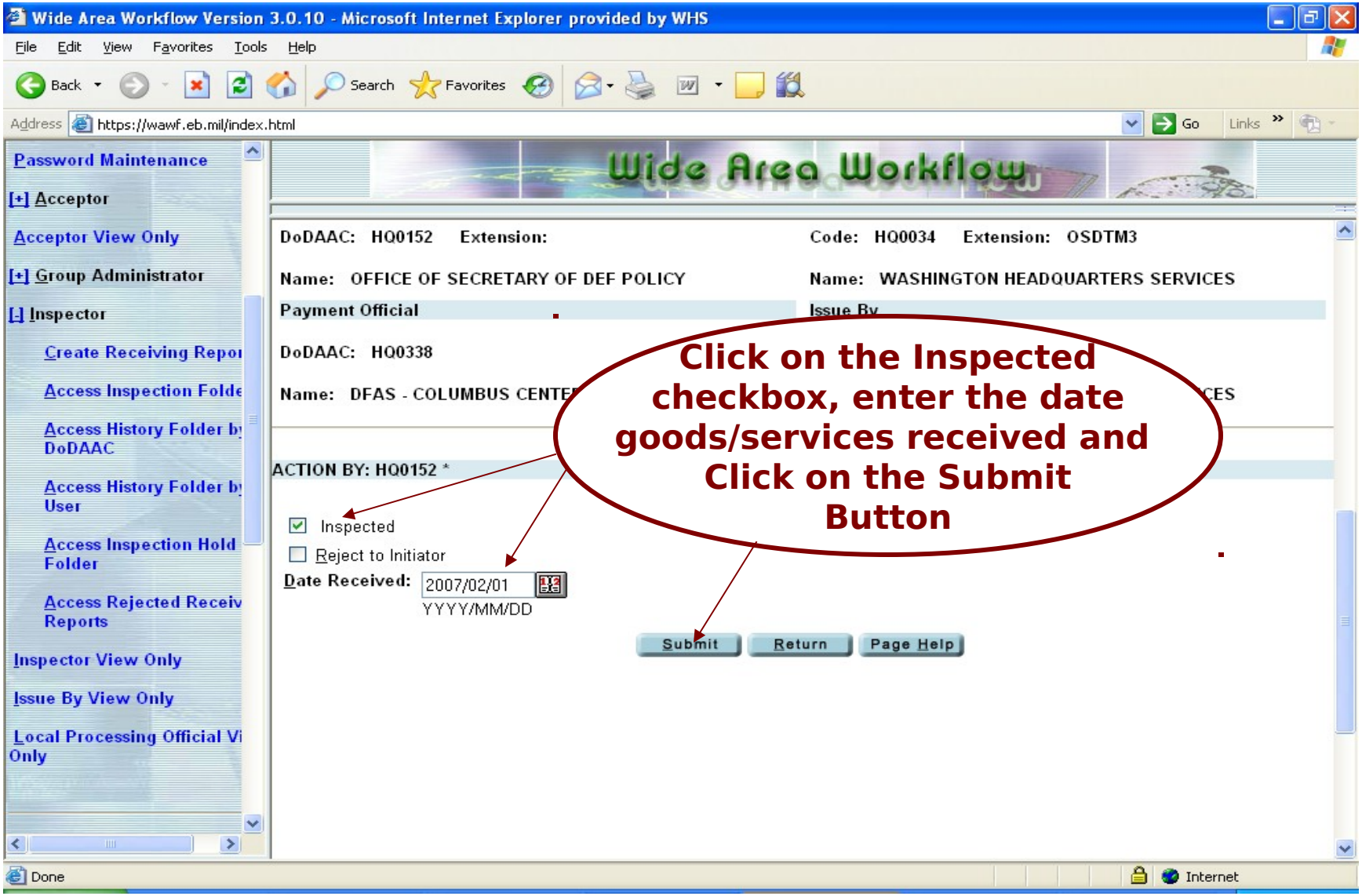
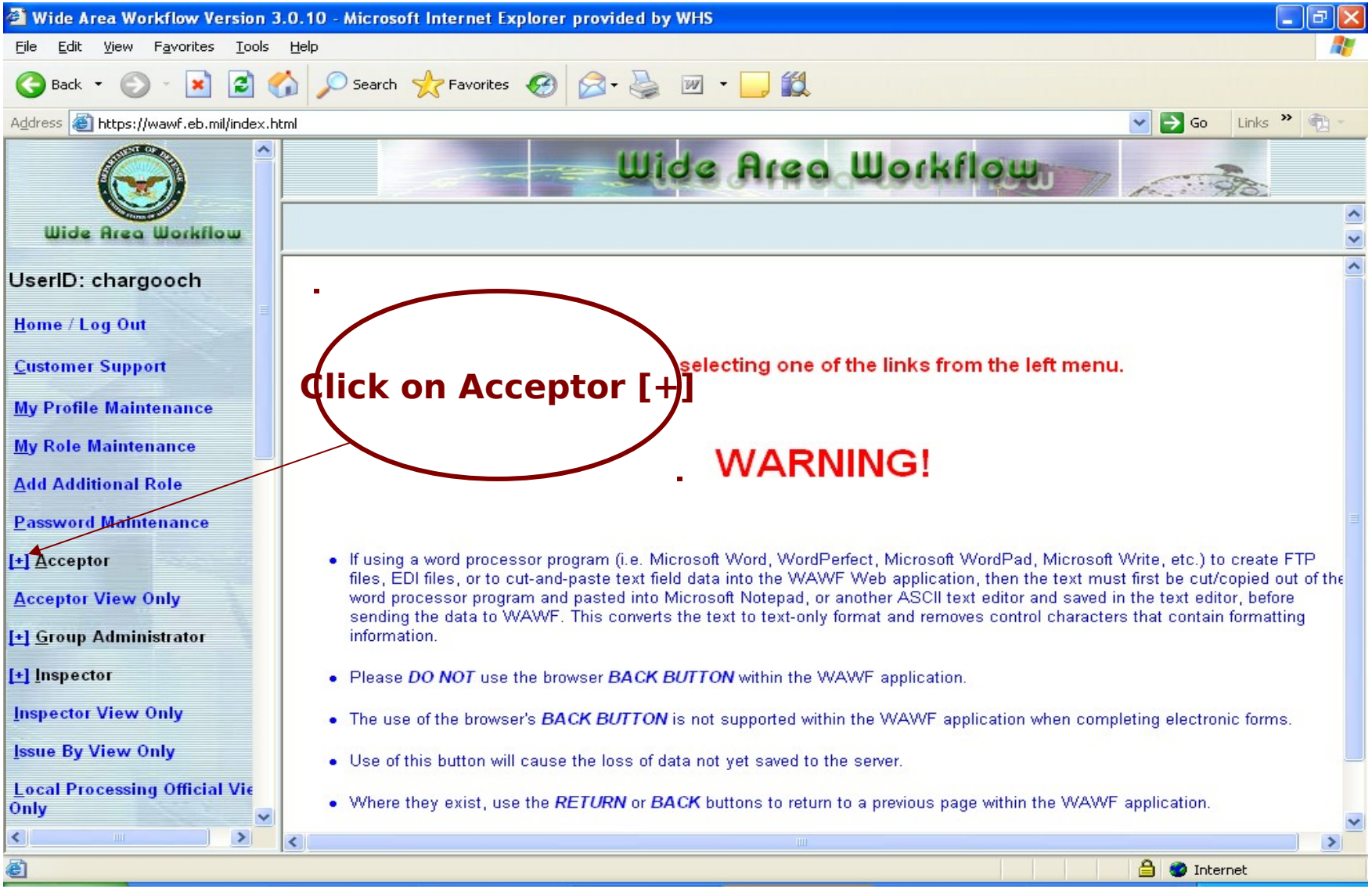


Invoice Acceptance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[+] Acceptor
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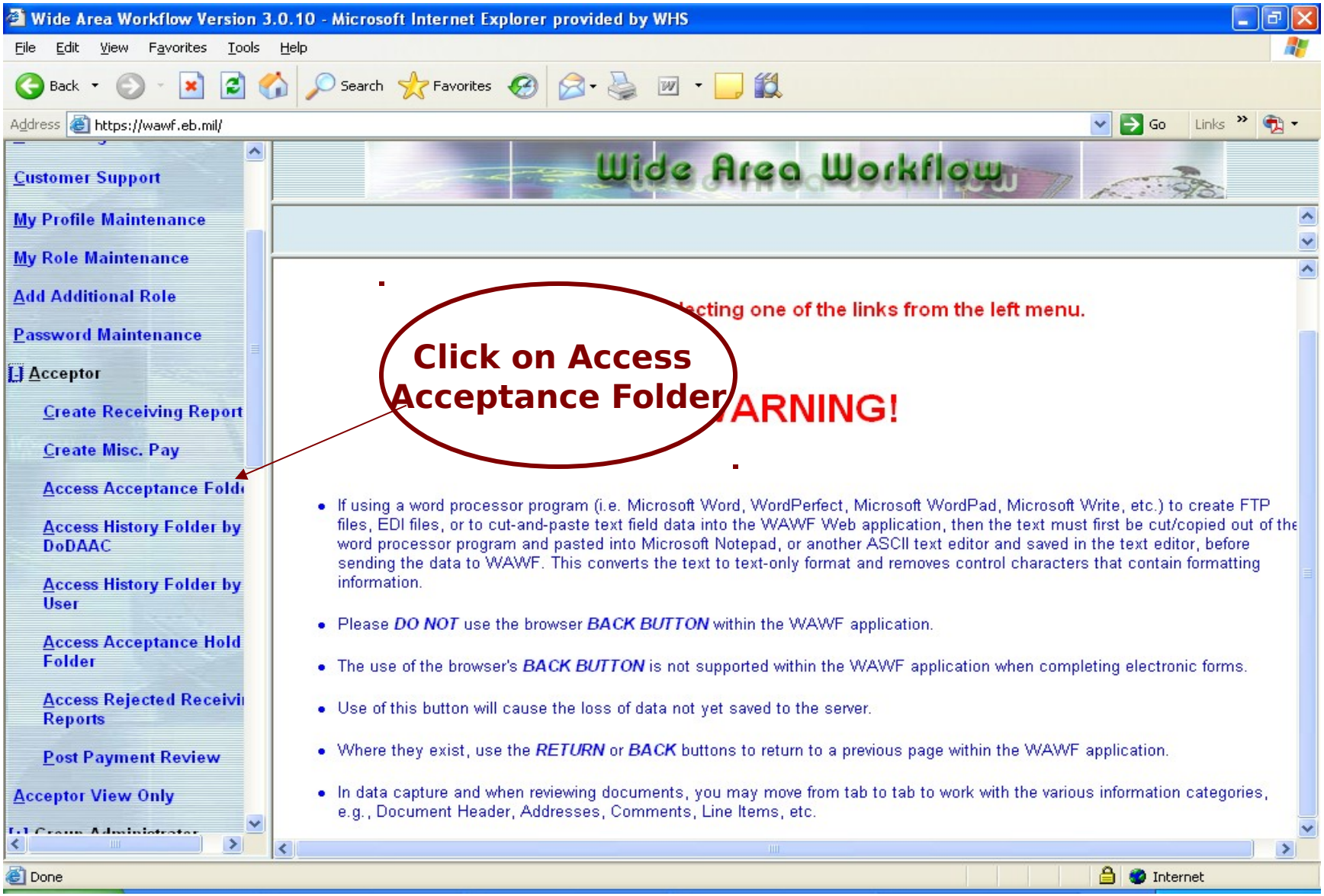
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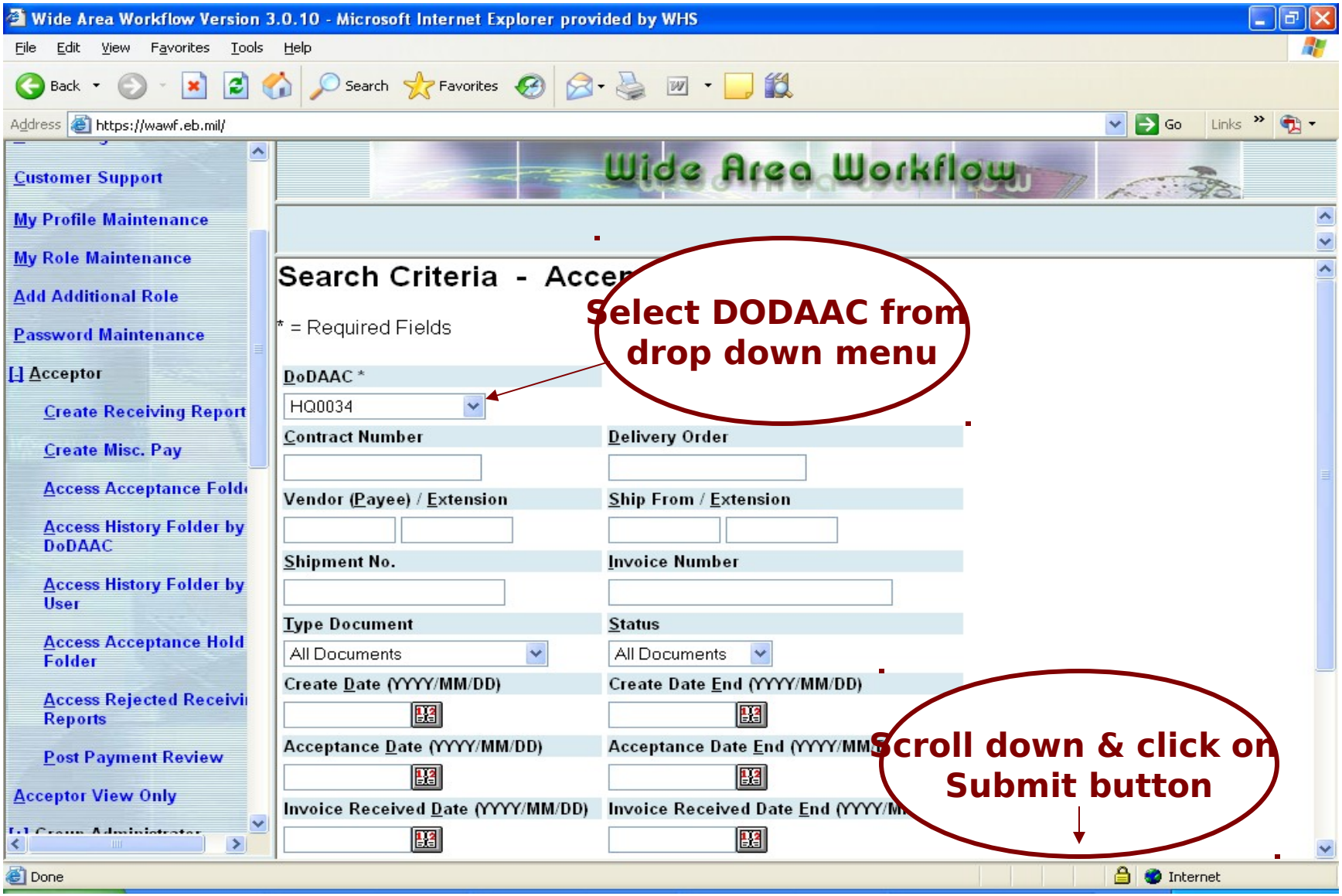
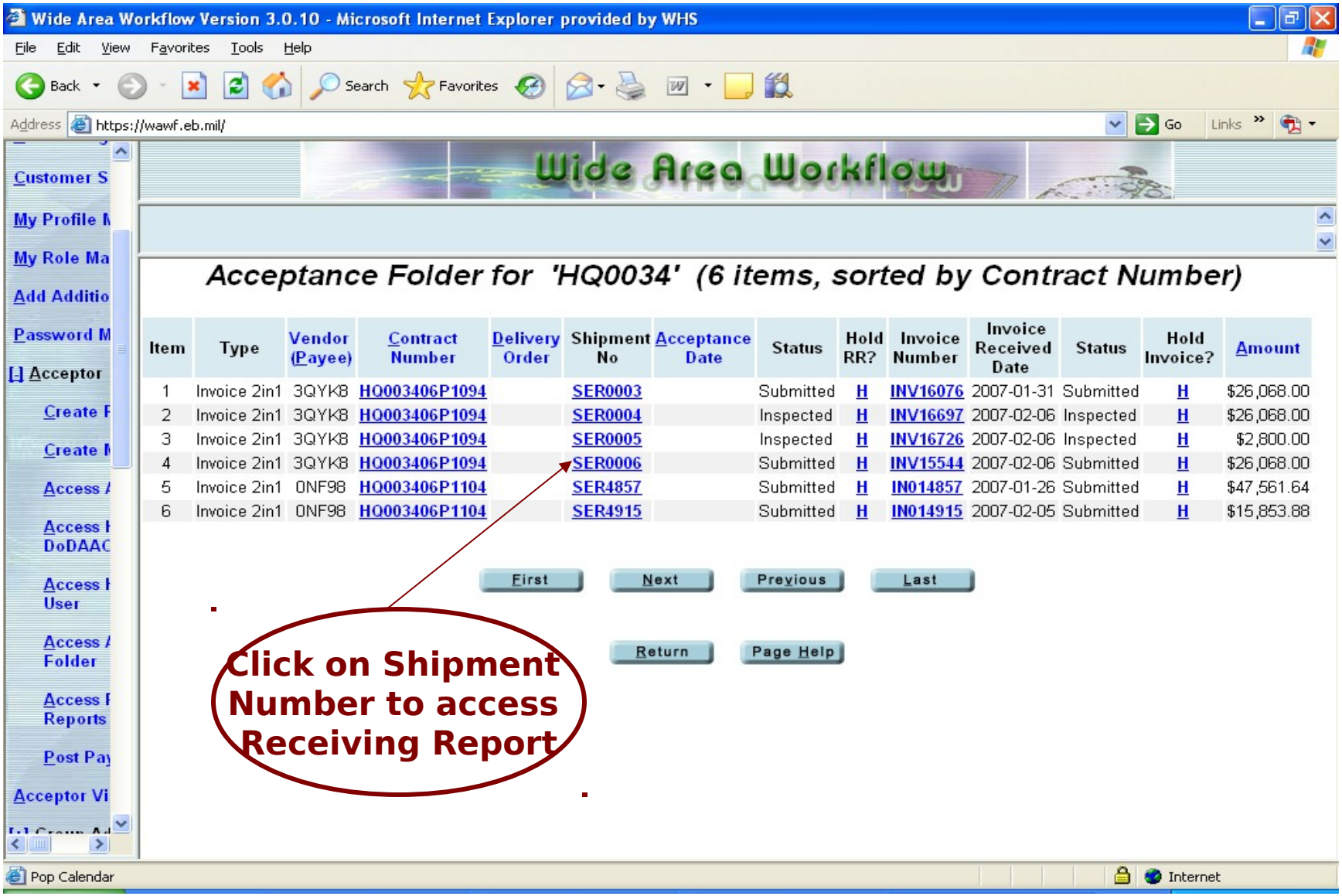
In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.
Done
Internet

Invoice Acceptance



Invoice Acceptance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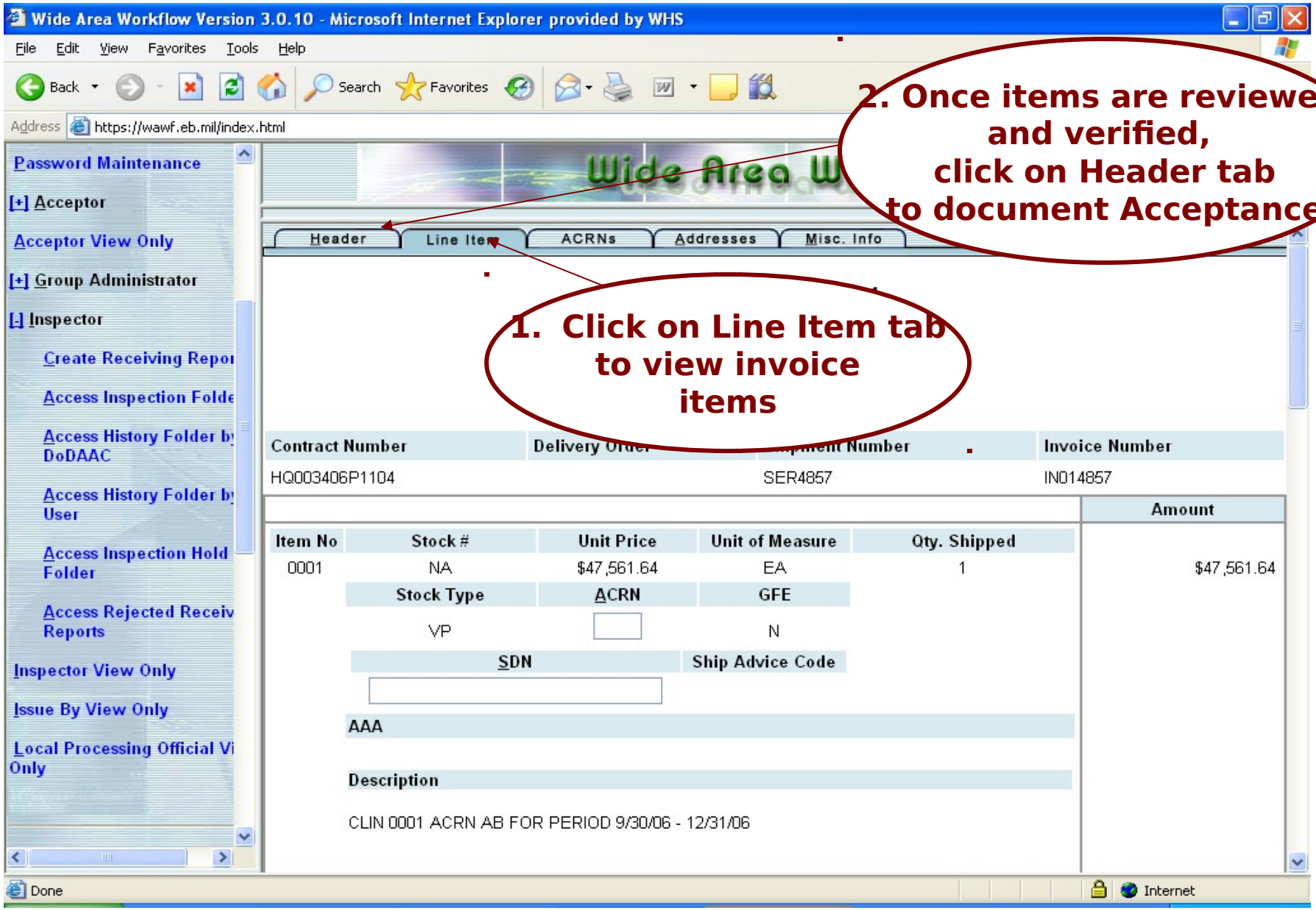
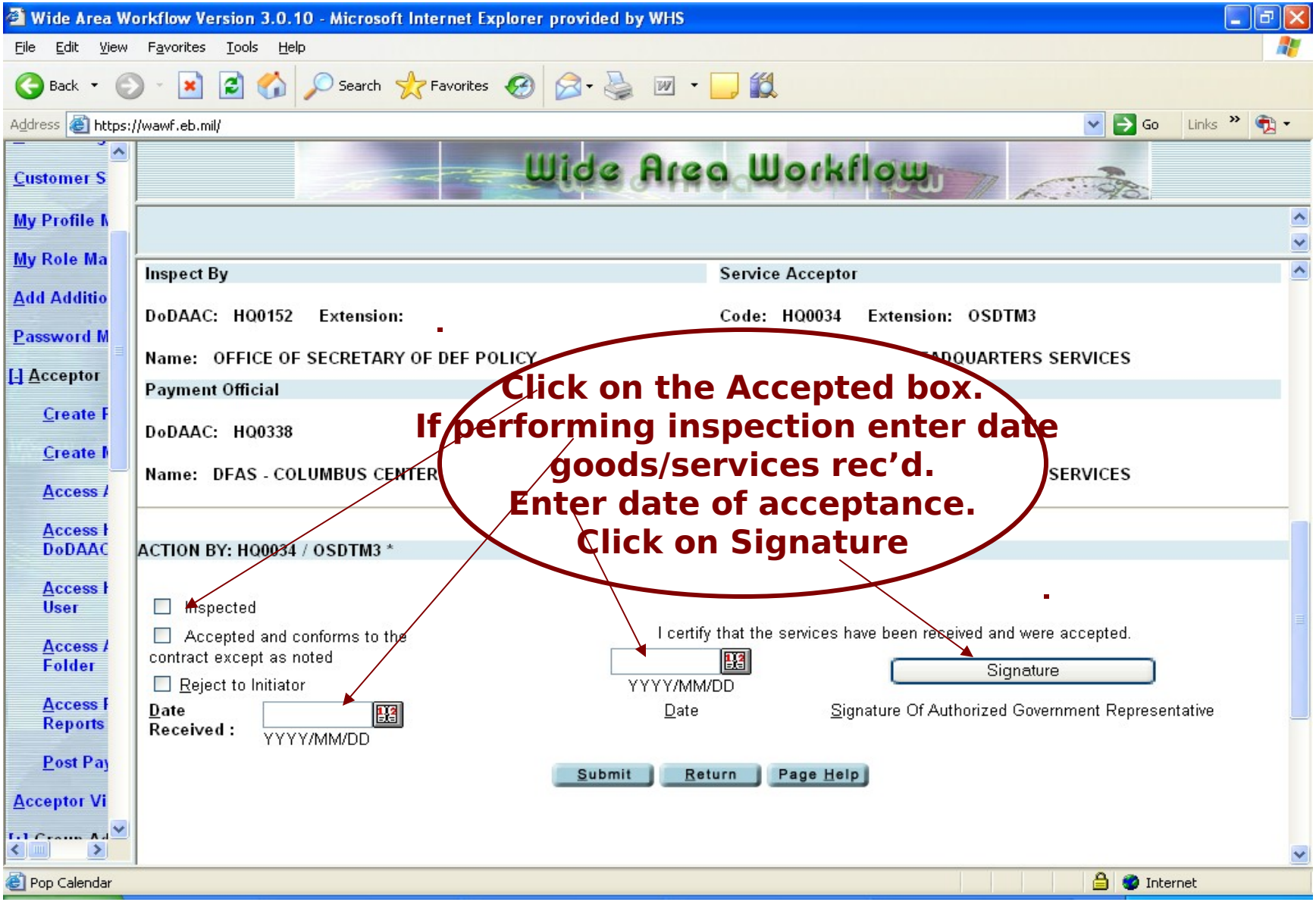
Access A
Access I DoDAAC
Access I User
Access A Folder
Access I Reports
Post Pay
Acceptor Vi
Acceptance Folder for 'HQ0034' (6 items, sorted by Contract Number)
Item | Type | Vendor (Payee) | Contract Number | Delivery Order | Shipment No | Acceptance Date | Status | Hold RR? | Invoice Number | Invoice Received Date | Status | Hold Invoice? | Amount
1 | Invoice 2in1 | 3QYK8 | HQ003406P1094 | | SER0003 | | Submitted | H | INV16076 | 2007-01-31 | Submitted | H | $26,068.00
2 | Invoice 2in1 | 3QYK8 | HQ003406P1094 | | SER0004 | | Inspected | H | INV16697 | 2007-02-06 | Inspected | H | $26,068.00
3 | Invoice 2in1 | 3QYK8 | HQ003406P1094 | | SER0005 | | Inspected | H | INV16726 | 2007-02-06 | Inspected | H | $2,800.00
4 | Invoice 2in1 | 3QYK8 | HQ003406P1094 | | SER0006 | | Submitted | H | INV15544 | 2007-02-06 | Submitted | H | $26,068.00
5 | Invoice 2in1 | ONF98 | HQ003406P1104 | | SER4857 | | Submitted | H | IN014857 | 2007-01-26 | Submitted | H | $47,561.64
6 | Invoice 2in1 | ONF98 | HQ003406P1104 | | SER4915 | | Submitted | H | IN014915 | 2007-02-05 | Submitted | H | $15,853.88
First Next Previous Last
Return Page Help
Click on Shipment Number to access Receiving Report
Pop Calendar
Internet

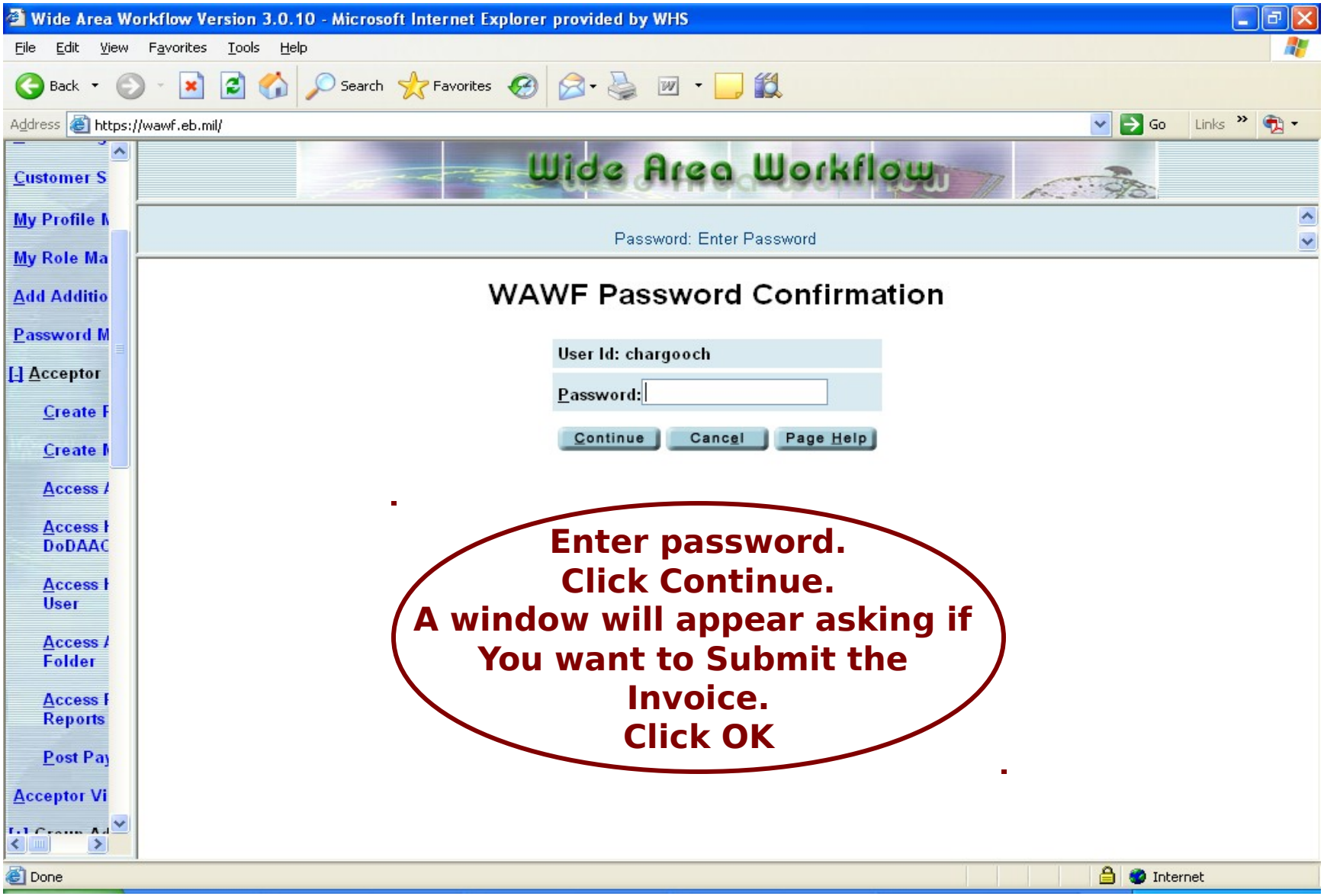
Invoice Acceptance



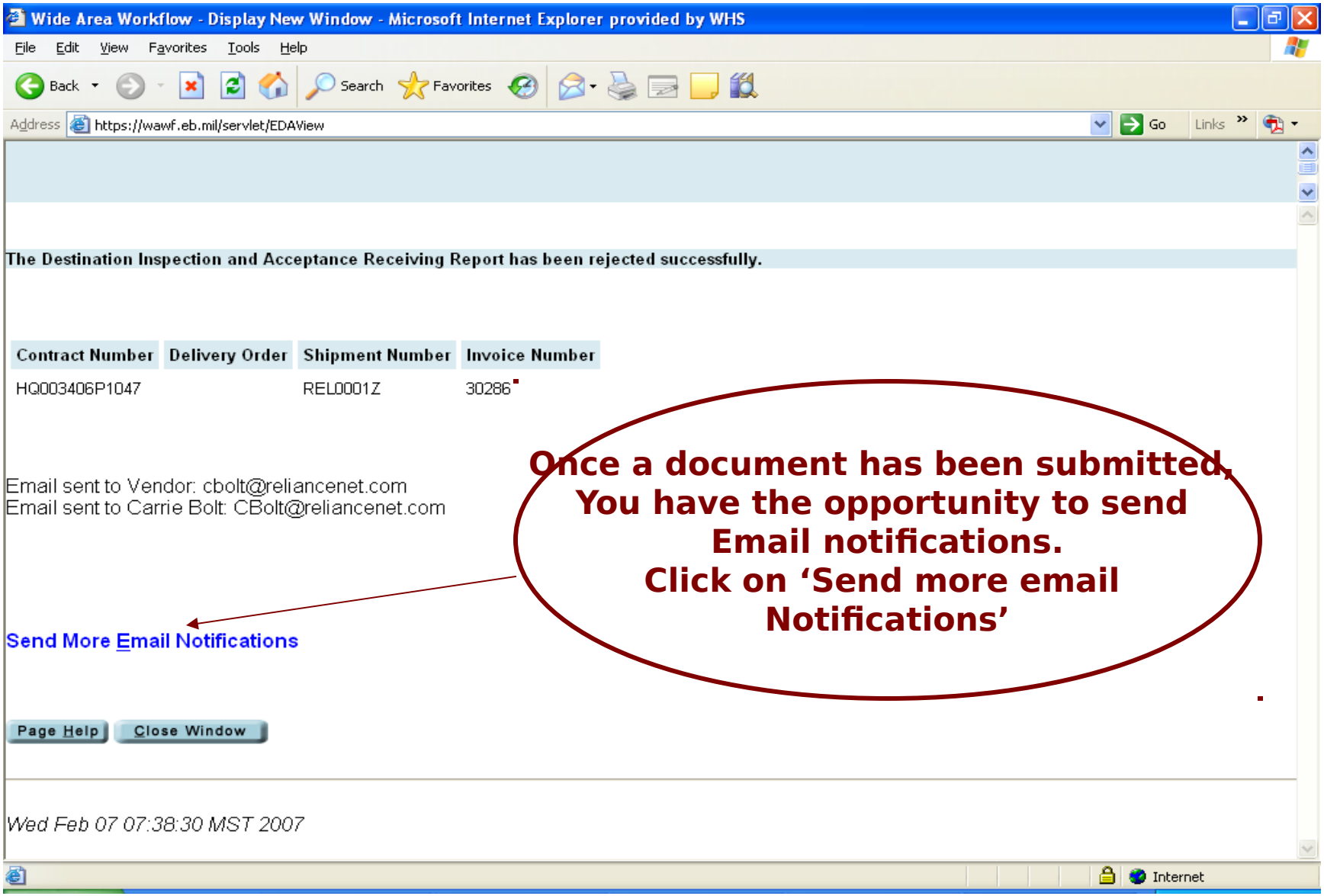
Invoice Acceptance



Invoice Acceptance

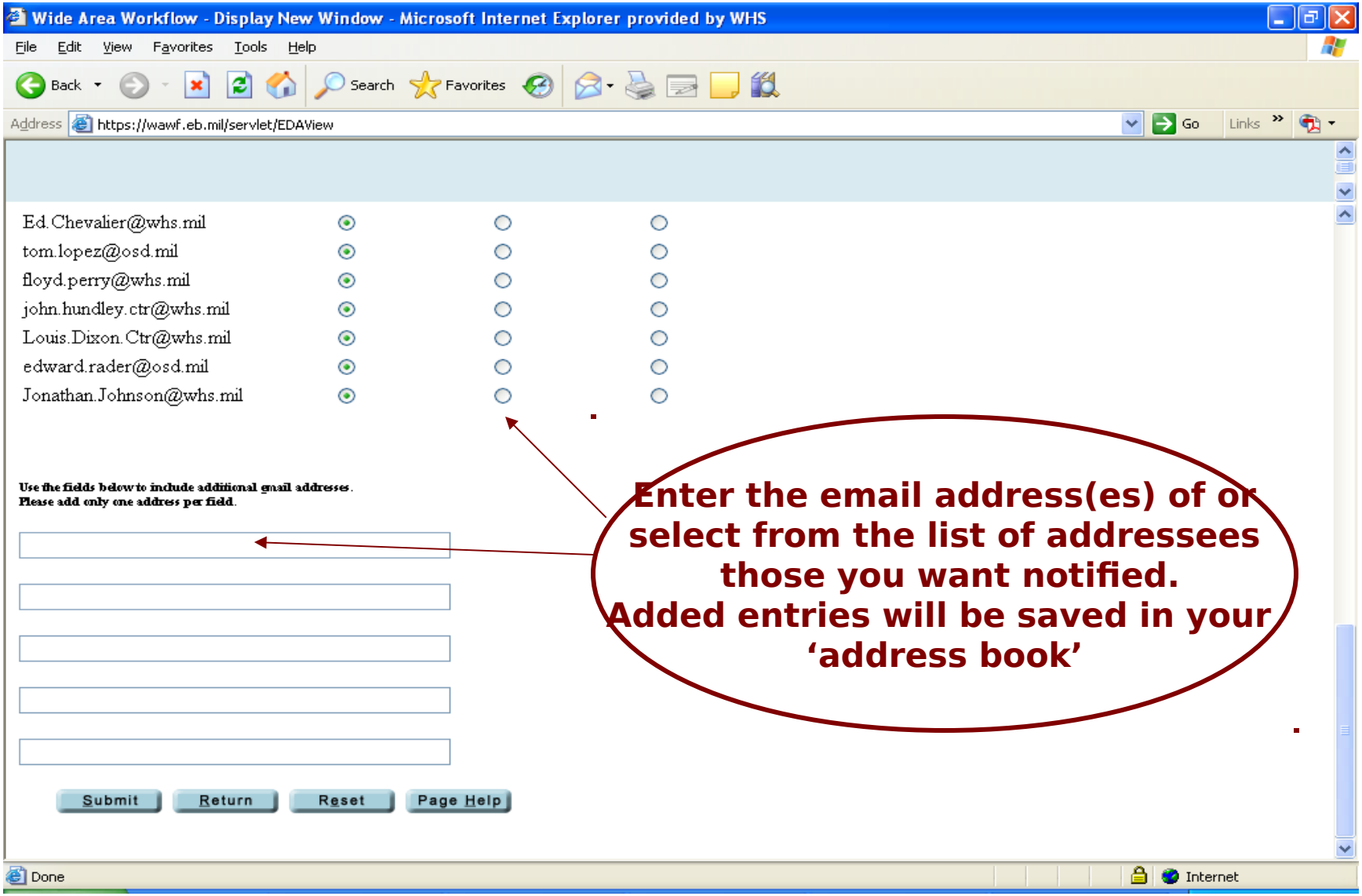


Email Notification



Once a document has been submitted, You have the opportunity to send Email notifications. Click on 'Send more email Notifications'

Email Notification



Where to go for information

- A&PO Internet site:
  https://apo.whs.mil/
- A&PO Sharepoint site:
  https://apo.whs.mil/
- WAWF production site:
  https://wawf.eb.mil
- WAWF Web based training course:
  www.wawftraining.com
- Hands on Training:
  https://wawftraining.eb.mil
- DCMA website:
  www.dcma.mil

Next Steps

- Ensure customer Inspectors and Acceptors WAWF ready
  - WAWF registration and DD2875
  - Ktr will not be able to submit unless there are registered users for applicable DODAAC and extensions
- ALL new contracts must require WAWF
- Complete modifications to existing contracts
- Division Directors to submit weekly progress report – first report due Friday
- Deployment complete by 30 April